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OSA-0909-64

26 February 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Telephone Communications

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1. [] SD/OSA, has brought to my attention the fact that there is a drive on in the government in the economy field to reduce not only the number of telephone instruments by twenty-five percent, but also overall telephone costs by twenty-five percent. He pointed out that the long distance telephone bill for this Staff for last month was about \$1275.

2. While I recognize the urgency to several of our calls to the field, I also feel that there is room for improvement in coordinating these calls, and in some cases of questioning their absolute necessity. Please be cost conscious with regard to long distance calls and coordinate them with other members of your project.

3. It has also been noted that in some cases telephone calls are being made by supervisors without bringing this to the attention of the clerical personnel here who maintain records. It is important that the clerical personnel are made aware of this information, because they must check their logs against the monthly telephone bill when it is presented to the office. I suggest that in all cases where possible supervisors should ask their secretaries to place the calls.

4. I also noted in last month's telephone bill that there were what appeared to be discrepancies in charges by the telephone company. As an example, one call was placed at 1300 hours to the West Coast for which we were charged \$2.75. Two minutes later another call was placed to the West Coast with a charge of about \$13.00. It might well be that the first call was a busy signal, a bad connection, et al. In the event of a bad connection the supervisor should specifically request the telephone operator not to place a charge on that call.

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5. [] has been designated as the individual who will approve the monthly phone bill in this office, and it will be his responsibility to attempt to decrease overall costs.

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OSA/SS, [] mpr

Distribution:

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Orig & 1 - SS/OSA

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